

new 8/21/19

**SITE PLAN REVIEW FOR MAJOR CONSTRUCTION PROJECT**  
**PLANS AND SUBMITTAL CHECKLIST**

**PLANS**

**CHECK**

**1. EXISTING SITE FEATURES PLAN**

- |    |   |       |
|----|---|-------|
| a) | Location, type, size or dimension of existing trees and rock masses                                       | _____ |
| b) | Surface drainage and topography with one foot contours  | _____ |
| c) | Property lines, zoning districts, adjacent roadways, historical or archeological Features                 | _____ |
| d) | Rights of way and easements (temporary and permanent)   | _____ |
| e) | Wetlands and floodplains  | _____ |
| t) | Adjacent public, footpaths, trails and other natural or man-made features such as walls and fences        | _____ |
| g) | Plan to be Scale 1" = 40' or larger   | _____ |
| h) | Plan must be stamped, dated and signed by a Registered Land Surveyor in the Commonwealth of Massachusetts | _____ |

**2. SITE PLAN DEVELOPMENT**

- |    |  |       |
|----|--|-------|
| a) | Building locations, finish floor elevations at basement and first floor  | _____ |
| b) | Grading detail for entire site with existing and proposed contours   | _____ |
| c) | Existing and proposed curb cuts  | _____ |
| d) | Property lines and easement lines  | _____ |
| e) | All elevations on the Town of Rockport datum base  | _____ |
| f) | North directional arrows shall be provided and point due north   | _____ |
| g) | Plan must be stamped, dated and signed by a Registered Architect, Registered Land Surveyor or Professional Engineer in the Commonwealth of Massachusetts | _____ |

**3. PLOT PLAN**

- |    |   |       |
|----|---|-------|
| a) | Existing buildings and structures   | _____ |
| b) | Proposed structure(s) including all dimensions and distances from front, rear and side property lines     | _____ |
| c) | Area of lot or lots included in the project   | _____ |
| d) | Zoning district lines and portion of lot in different zoning district (if applicable)                     | _____ |
| e) | Names of all abutters as they appear on the most recent tax list  | _____ |
| f) | The location of all permanent survey monuments  | _____ |
| g) | Not less than 3 permanent benchmarks, preferably triangulated, shall be shown                             | _____ |
| h) | Plan must be stamped, dated and signed by a Registered Land Surveyor in the Commonwealth of Massachusetts | _____ |

#### 4. GRADING AND DRAINAGE PLAN

- a) Existing and proposed contours in one foot intervals of elevation \_\_\_\_\_
- b) Location of existing and proposed storm drainage structures \_\_\_\_\_
- c) Profile showing proposed utilities in relation to the ground surface \_\_\_\_\_
- d) Erosion control measures such as haybales and siltation fencing \_\_\_\_\_
- e) Plan must be stamped, dated and signed by a Registered Professional Engineer in the Commonwealth of Massachusetts \_\_\_\_\_

#### 5. UTILITIES SITE PLAN

- a) Building location and elevations \_\_\_\_\_
- b) Existing utilities on project site and in abutting street \_\_\_\_\_
- c) Location, depth, size, (slope where applicable) and material of:
  - Water service and hydrants \_\_\_\_\_
  - Gas service \_\_\_\_\_
  - Sanitary sewer connection (pipe to be SRD-35 PVC, green) \_\_\_\_\_
  - Storm drain installations \_\_\_\_\_
  - Electric service \_\_\_\_\_
  - Fire alarm connection \_\_\_\_\_
  - Telephone service \_\_\_\_\_
- d) Number utility structures such as manholes and catch basins for identification Purposes \_\_\_\_\_
- e) Detail specifications for installation of all utilities including street pavement restoration as per current DPW standards \_\_\_\_\_
- t) Flow direction arrows on drain and sewer lines \_\_\_\_\_
- g) Plan must be stamped, dated and signed by a Registered Professional Engineer in the Commonwealth of Massachusetts \_\_\_\_\_

#### 6. LANDSCAPING/PARKING PLAN

- a) Proposed landscaping of property \_\_\_\_\_
- b) Size, type and location of proposed plant materials with botanical names \_\_\_\_\_
- c) Consider the impact for plantings at their maturity size as relates to sight distances \_\_\_\_\_
- d) Landscaping plan shall be coordinated with the grading plan \_\_\_\_\_
- e) Tree planting and shrub planting details \_\_\_\_\_
- f) Hardscape details such as walkways and patios \_\_\_\_\_
- g) Plan must be stamped, dated and signed by a Registered Landscape Architect in the Commonwealth of Massachusetts \_\_\_\_\_
- h) No bushes or trees of any kind shall be planted within 10 feet in any direction of a Fire Department connection or a Master Fire Alarm box. Connections include hydrants, standpipes and sprinkler feeds on the outside of buildings. \_\_\_\_\_
- i) Parking lot plans shall include dimensions of parking spaces, maneuvering aisles, islands, turning radii, percentage of landscaped open space, percentage of interior landscaping, appropriate number of handicapped parking spaces, and directional flow arrows. All parking spaces shall be numbered. \_\_\_\_\_

## 7. ARCHITECTURAL PLANS

- a) Proposed floor plans \_\_\_\_\_
- b) Elevations of all sides of all buildings \_\_\_\_\_
- c) Sections identifying type and exterior finish of proposed buildings \_\_\_\_\_
- d) Plan must be stamped, dated and signed by a Registered Architect in the  
Commonwealth of Massachusetts \_\_\_\_\_

## 8. SUBSURFACE CONDITIONS PLAN

- a) Boring location with boring numbers \_\_\_\_\_
- b) Boring logs \_\_\_\_\_
- c) Ledge encountered and depth \_\_\_\_\_
- d) Water encountered and depth \_\_\_\_\_
- e) Percolation test info (if applicable) \_\_\_\_\_

## 9. UTILITIES DETAIL PLAN

- a) Structure details
  - Sanitary sewer manholes \_\_\_\_\_
  - Drain manholes, detention structures, etc. \_\_\_\_\_
  - Catchbasins (gas and oil separators required at parking lots) \_\_\_\_\_
  - Outside grease trap if restaurant is proposed \_\_\_\_\_
- b) Plumbing details
  - Water service size and entrance location \_\_\_\_\_
  - Water meter size, location and piping detail \_\_\_\_\_
  - Size and location of water service backflow protection devices  
(if applicable) \_\_\_\_\_
  - Sanitary sewer size and entrance location with elevations \_\_\_\_\_
  - Size and location of sanitary sewer check valves (if applicable) \_\_\_\_\_
  - Oil/water separators and MDC gas traps (if applicable) \_\_\_\_\_
  - Pumping equipment (if applicable) \_\_\_\_\_
- c) Electrical Details
  - Location service entrance \_\_\_\_\_
  - Size of Service \_\_\_\_\_
  - Meter location and switchgear arrangement \_\_\_\_\_
  - Provision for future expansion \_\_\_\_\_
  - Transformer size and facilities for pad or vault room \_\_\_\_\_
  - Data including load requirements \_\_\_\_\_
  - Exterior lighting \_\_\_\_\_

## GENERAL PLAN COMMENTS

- a) All plans must be stamped, signed and dated by a Registered Professional Engineer, or Architect in the Commonwealth of Massachusetts responsible for the particular plan's contents \_\_\_\_\_
- b) Title Blocks shall provide the name of project, job site location, architects and engineer responsible for plan contents, date and plan scale \_\_\_\_\_
- c) All plans must be numbered and titled \_\_\_\_\_
- d) All dates of revisions shall be included \_\_\_\_\_
- e) Provide retaining wall design details \_\_\_\_\_
- f) Provide locus plan drawn at a scale of 1" = 500' showing the relation of the project to adjoining properties within a radius of ¼ mile \_\_\_\_\_
- g) The cover sheet shall provide the names, mailing addresses and phone numbers of the land owner, building owner, architects and engineers and project contact person, and Table of Contents \_\_\_\_\_
- h) Location of all mechanical systems must be shown \_\_\_\_\_

## SUBMITTALS

- a) Drain calculations showing capacities of the existing and proposed drain systems \_\_\_\_\_
- b) Runoff calculations for the 10, 25 and 100 year storm event for storm drains, leaching basins or holding areas \_\_\_\_\_
- c) Post development rate of peak runoff less than pre-development rate of peak runoff \_\_\_\_\_
- d) Information showing that the DEP Stormwater Management Standards will be met \_\_\_\_\_
- e) Operation and maintenance plan for drainage system \_\_\_\_\_
- f) Evaluation of existing municipal systems capacities \_\_\_\_\_
- g) Quantification and documentation of infiltration/inflow reduction measures \_\_\_\_\_
- h) Quantification and documentation of water conservation measures \_\_\_\_\_
- i) Written statement from a Registered Professional Engineer in the Commonwealth of Massachusetts regarding the adequacy of the water flow for the fire protection system \_\_\_\_\_
- j) Construction area to be fenced \_\_\_\_\_
- k) Traffic Management Plan during construction period \_\_\_\_\_
- l) Area of construction worker and equipment parking \_\_\_\_\_
- m) Materials staging area \_\_\_\_\_